CERES Systems Engineering Committee

Members: Maria Mitchum, NASA, DMO
Sandy Nolan, SAIC
Jill Travers, DAAC

Charter: Serve as a forum for resolving issues which affect more than one
working group. Report to CERES Data Management Team

September 23, 1998 9:00 am

An informal meeting was held at the DAAC upon the request of the Processing Team. Those
present were Maria Mitchum, Vertley Hopson, Sue Sorlie, Louise Hyatt, and Tina Rogerson. The
subject of concern was the determination of files that could be deleted from the Instrument pro-
duction disk location in order to provide the necessary free disk space needed for reprocessing 8
months of data. (All reprocessing had come to a screeching halt, last night, due to lack of disk
space.) Another subject discussed was the 'clean up' of files in the archives which were obsolete.
During the meeting a phone call was placed to Denise Cooper verifying that the appropriate
Instrument files were being deleted from the Archives and the Production Disk. An e-mail mes-
sage was sent to the Processing Team giving formal instructions and is included below for docu-
mentation.

Date: Wed, 23 Sep 1998 15:16:44 -0400
To: v.v.hopson@larc.nasa.gov
Subject: CERES File Disposition Request 092398
Cc: s.e.sorlie@larc.nasa.gov, d.j.travers@larc.nasa.gov,
 denise.l.cooper@larc.nasa.gov, j.f.kibler@larc.nasa.gov,
 tina@sorcerer.larc.nasa.gov, e.l.baker@larc.nasa.gov

09/23/98
Vertley,

This is a formal request to the DAAC from the CERES
Data Management Office for the following file removals
as per the result of our meeting this morning.

Please remove the following from Archives and Production Disk:

1. all output files with the Production Strategy = 'Preflight'
and 'AtLaunch' from the Instrument Subsystem PGEs
and DPREP.

2. all PCF and PCFin files with the Production Strategy = 'Preflight'
and 'AtLaunch' from the Instrument Subsystem PGEs.

3. all 'ORBSIM' data

4. all 'QL' Quick Look input/output files.

Denise Cooper was also consulted about the disposition of Quick Look files that are periodically received and processed at the DAAC. As a result of our conversation a CERES Policy statement was sent to the DAAC for future direction on the treatment of the Quick Look and ORBSIM Input and Output files. The CERES Policy statement is included below:

09-24-98
CERES Quick Look File Policy Statement:

After real data has arrived, processed and verified
as 'good' output data, any Quick Look generated
Output files that have been produced my be removed from the
Production Disk and the Archives. In general the time period
of 2 weeks will be adequate time to determine if the appropriate
Level Zero files have arrived, processed and deemed 'good'.

The Quick Look Input files shall be saved in the Archives.

CERES ORBSIM File Policy Statement:

ORBSIM output files are generally created in order to
process Quick Look Data. After 'real' ephemeris and attitude
data has been received, processed, verified as 'good',
all ORBSIM output files may be removed from the Production Disk
and the Archives.

Meetings adjourned at 9:40 a.m. mvm